

EDUCATION & TRAINING TOOLKIT

Individual Learning Needs Assessment/Skills Checklist

NAME: _____ DIVISION: *PUBLIC HEALTH NURSING*

SIGNATURE OF APPROVING AUTHORITY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

IMMUNIZATION SKILL SET (C.4.2)

Date	Category	Criteria for evaluation	Skill met / evaluation date	Skill unmet / evaluation date	Resources to address learning needs	Date for skill to be met
	Vaccine Knowledge	1. Verbalizes understanding of Advisory Committee on Immunization Practices (ACIP) guidelines specific to each vaccine, including indications, administration, precautions, side effects, and patient education				
		2. Identifies appropriate resources to utilize for references, such as: <ul style="list-style-type: none"> · Epidemiology and Prevention of Vaccine Preventable Diseases ("The Pink Book" – most current addition) · CDC Immunization Schedule · CDC catch up schedule for appropriate ages · ISDH Quick Reference Guide for current school year · Immunization Action Coalition (IAC) · CDC and ISDH websites 				

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	Vaccine Eligibility Criteria	1. Verbalizes understanding of funding sources for vaccine				
		2. Consistently selects vaccine according to correct funding source				
	Vaccine Administration	1. Correctly selects indicated vaccine based on patient age, immunizations history, and the CDC's recommended vaccine schedule				
		2. When provided a sample patient record, correctly identifies indicated vaccines				
		3. Correctly interprets vaccine dosing intervals				
		4. Demonstrates correct use of vaccine refusal form				
		5. Consistently checks for lot numbers, manufacturer, and expiration dates and correctly documents				
		6. Maintains aseptic technique during preparation and administration of vaccine				

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	Vaccine Administration	7. Properly locates correct injection site based on route of vaccine administration, patient age and physical size				
		8. Chooses appropriate needle length and gauge based on route of vaccine administration, patient age and physical size				
		9. Consistently provides correct patient education, including Vaccine Information Statement (VIS): · Possible side effects, including warning signs indicating need to contact physician · Comfort measures for mild, expected side effects · Next vaccine due date · Other vaccine-specific education				
		10. Correctly maintains records for vaccines given				
		11. Demonstrates Standard Precautions and proper use of personal protective				
		12. Disposes of needles and other used supplies appropriately and safely				

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	Management of Adverse Reactions	1. Verbalizes correct action to take for adverse reactions				
		2. Verbalizes knowledge of signs of anaphylactic shock and appropriate measures to take				
		3. Verbalizes knowledge of location of emergency kit for adverse reactions				
		4. Verbalizes knowledge of Epinephrine or other emergency medications protocol, dosage, and administration				
		5. Correctly completes and submits forms for Vaccine Adverse Event Reporting System (VAERS) for adverse reactions				
		6. Verbalizes understanding of appropriate follow up and/or referral to physician for adverse events				
		7. Maintains CPR Certification				

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	Documentation	1. Demonstrates ability to correctly document vaccine administration according to agency policy				
		2. Demonstrates ability to correctly enter vaccines administered into the Children and Hoosiers Immunization Registry Program (CHIRP) database.				
	Vaccine Storage and Handling	1. Verbalizes knowledge of correct vaccine storage and handling				
		2. Maintains the cold chain for vaccines				
		3. Identifies acceptable temperature ranges for vaccines and monitors vaccine refrigerator and freezer temperatures twice daily (AM and PM)				
		4. Correctly documents refrigerator and freezer temperatures				
		5. Verbalizes knowledge of appropriate action to take for compromised vaccine, i.e. temperatures out of correct range, cold chain broken				

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	Vaccine Storage and Handling	6. Verbalizes knowledge of immediate action to be taken when storage temperatures are outside of acceptable range, i.e. adjusting temperatures, contacting appropriate authorities				
		7. Verbalizes understanding of emergency plan for vaccine relocation when current storage is compromised, i.e. due to refrigerator failure, power loss, etc.				
		8. Properly transports vaccine, maintaining cold chain				
		9. Demonstrates ability to complete forms for compromised vaccine and return to appropriate source				
	Vaccine Ordering	1. Demonstrates ability to order appropriate amount of vaccine based on proper storage availability and projected need				
		2. Correctly completes vaccine order form				
	HIPAA Compliance	Demonstrates knowledge of HIPAA compliance when sharing vaccine records				

